

Tapestry Public Charter School Policy Manual

Leave Abuse Policy

Adopted: 6.17.2016

Revised: 6.27.2023

The Tapestry Public Charter School Board adopts the following policy, effective on the date of adoption by the Board.

Sections: I. PURPOSE

II. TYPES OF LEAVE

III. LEAVE ABUSE

IV. CRITICAL DAYS

V. MONITORING OF LEAVE USAGE

I. PURPOSE

The purpose of this policy is to define abuse-of-leave policies for Tapestry's employees.

II. TYPES OF LEAVE

There are three types of leave:

- Approved and paid leave
- Approved but not paid leave
- Unapproved and not paid leave

III. LEAVE ABUSE

Documented leave that is taken as Family Leave, Court Leave, and Military Leave is not included when totaling the amount or determining the percent of leave an employee has utilized.

Examples of leave abuse may include, but are not limited to the following:

- High absenteeism rate (15% or more of work days missed)
- Recurring absences on Fridays or Mondays, or repeated requests for Fridays or Mondays
- Low leave balances, considering the period of employment
- The request for or use of leave as soon as such leave is earned
- Recurring unapproved absences before or after a holiday
- Requesting or taking leave on a day when leave has been already been denied
- Frequent use of or request for leave during critical days

Unapproved leave will require documentation to support the reason for the absence. Failure to provide valid documentation will be considered leave abuse, and a failure-to-comply notice will be placed in the employee's file.

IV. CRITICAL DAYS

Critical days are defined as two days before and one day after a school break, any standardized testing day, preplanning, postplanning, and teacher workdays/professional development days.

- No personal leave will be approved during critical days.
- Staff members who are absent due to sick leave on critical days must have a note from a physician or health care provider.
- A staff member who is absent without a note from a doctor or for any unapproved leave during critical days will be charged with leave abuse, the day will be considered unapproved, and a failure-to-comply notice will be placed in their file.
- Classified staff, please see the manager for the dates of your critical days.

V. MONITORING OF LEAVE USAGE

Through employee records and leave requests, Tapestry will monitor leave usage records. Where there appears to be abuse of leave, the Principal will determine the need for improvement or corrective action.

Where an employee has excessive leave use or abuse of leave that is demonstrated by recurring, short-term absences, the employee may be asked to provide a physician's statement for absences and/or provide medical documentation under FMLA or ADA. Other corrective action may be taken, up to and including termination.